

# **Louisiana Volunteer Service Awards**

The Louisiana Volunteer Service Awards are intended to recognize the many volunteers helping to make Louisiana an even better place to live, to work and to raise a family, while promoting and expanding the ethic of service as a privilege and an opportunity. These awards recognize Louisiana citizens who have given their time and talents to help solve social problems within our communities. A special award recognizes those from outside our state who have helped us address problems or issues in the state.

A panel of judges from across the state will select the recipients based on the criteria below.

## **Eligibility**

Eligible parties include individuals, families or groups engaged in volunteer service. Nominees may be nominated in only one category per year. Nominations may be submitted by a Volunteer Center, an individual, nonprofit, governmental entity, faith organization, school or other group. Workplace volunteer programs, National Service programs and Service-Learning practitioners may nominate.

The following people are not eligible:

- Any youth, adult, organization or business compensated by salary or any other means from the organization that is benefiting from their services (except for the Volunteer Administration Award)
- Previous award winners (except for the Lifetime Achievement Award)

## **Criteria**

- The volunteer service activities described must have been performed in Louisiana.
- Nominee's volunteer organization must serve the community at large (not limited to its own membership)
- Nomination must be submitted on the official Louisiana Volunteer Service Awards form. Nomination narratives which exceed the 3-page limit will not be considered.
- In the event that a youth, adult, group or business is nominated multiple times, the review panel will consider only the first nomination form submitted.
- Awards may not be given in every category each quarter, depending on the nominations submitted.
- Entries are received in confidence and become the property of the Office of the Lt. Governor and the Louisiana Serve Commission, and will not be returned.
- The Lt. Governor and the LA Serve Commission reserve the right to revoke the receipt of a Louisiana Volunteer Service Award at any time.

## **Deadlines**

The Awards are given quarterly in January, April, July and October. Nominations may be sent by mail or email, or may be dropped off at the LA Serve Commission office. Nominations must be received by 4 p.m. on the following dates. If the deadline falls over a weekend, the Monday following will be considered the deadline:

- February 28
- May 31
- August 31
- November 30

Nominees not chosen in one quarter will be kept for future consideration. Nominations not chosen after 12 months from the date of the nomination will be discarded. An annual reception

hosted in April during National Volunteer Week (invitation only) will honor those receiving awards during the past 12 months.

### **Selection**

The following criteria **MUST** be addressed in a narrative **NO LONGER THAN** 3 typed pages, double-spaced with 1” margins in 12-point font. The narrative should be attached to the Louisiana Volunteer Service Awards Nomination Form.

- Impact: What the nominee accomplished through volunteer service
- Community Need: The nominee’s volunteer service addressed what unmet need
- Ongoing Involvement: Nominee’s commitment was hands-on and sustained

If possible, include a passport-sized photo which will be used for news releases and other promotional activities. Optional supplementary material comprising no more than 5 pages may also be submitted including letters of support, newspaper articles and/or photos. **DO NOT** submit audio or video materials, display materials, films or scrapbooks. **This supplementary material will not be returned.**

Questions? Please contact the Louisiana Serve Commission at 225.342.2038 or email [louisianaserve@crt.state.la.us](mailto:louisianaserve@crt.state.la.us).

# LOUISIANA VOLUNTEER SERVICE AWARDS

## Nomination Form

*Please print clearly or type in the spaces below*

### CATEGORY (check only one)

Youth	Youth Group	Adult	Adult Group
Family	Small Business	Large Business	National Service
Service-Learning	Volunteer Administration	Guest Humanitarian (Out-of-State)	
Lifetime Achievement			

### NOMINEE INFORMATION

#### 1. Nominee Information

Name \_\_\_\_\_

Business or Group Name (If applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_

#### Youth Award Nominees Only

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

#### 2. References

Reference #1 \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Reference #2 \_\_\_\_\_ Daytime phone: \_\_\_\_\_

#### 3. Nominator Information

Name \_\_\_\_\_

Business Name (If applicable) \_\_\_\_\_

Relationship to nominee \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_

Signature of Nominator \_\_\_\_\_ Date \_\_\_\_\_

Nominations should be emailed to [laserve@crt.state.la.us](mailto:laserve@crt.state.la.us) or delivered or mailed to:

Louisiana Volunteer Service Awards  
Louisiana Serve Commission  
263 North Third Street, Ste. 610  
Baton Rouge, LA 70801

# LOUISIANA VOLUNTEER SERVICE AWARDS

## AWARD CATEGORIES

Youth	The Youth Award is given to an individual 17 years of age or younger at the time of the nomination.
Youth Group	The Youth Group Award is given to a group of two or more youth, 17 years of age or younger at the time of the nomination, and the adult leaders who work with them. Please describe the individual roles and leadership of the youth and adults in the act(s) of service for which the group is being nominated.
Adult	The Adult Award is given to an individual 18 years of age or older at the time of the nomination.
Adult Group	The Adult Group Award is given to a group of two or more adults, 18 years or older at the time of the nomination. The majority of the volunteers (75% or more) of the Adult Group must not be employees of the organization that it serves.
Family	The Family Award is given to a family who volunteers together for a project or organization.
Small Business	The Small Business Award is given to an entity with 100 or fewer employees. This award will be given to businesses, nonprofit organizations or government entities whose employees volunteer on behalf of the entity.
Large Business	The Large Business Award is given to an entity with 101 or more employees. This award will be given to businesses, nonprofit organizations or government entities whose employees volunteer on behalf of the entity.
National Service	The National Service Award will be given to a current, individual member of an AmeriCorps, AmeriCorps*VISTA, AmeriCorps National Direct, Senior Corps or other National Service program in Louisiana.
Service-Learning	The Service-Learning Award will be presented to a practitioner of this teaching method in a K-12 school, institute of higher education or nonprofit organization. This award will be given to the teacher/project leader who has helped participants learn academic concepts by participating in thoughtfully organized service that meets the needs of the community.
Volunteer Administration	The Volunteer Administration Award will be presented to paid staff who exemplifies good management skills in volunteer training, risk management, screening, recognition, evaluation and retention of volunteers. (Titles might include Director of Volunteers or Volunteer Manager)

#### Guest Humanitarian

The Guest Humanitarian Award is given to an individual or group from outside the borders of Louisiana who has demonstrated concern and commitment for Louisiana citizens and/or organizations through selfless volunteer service.

#### Lifetime Achievement

The Lifetime Achievement Award is given once annually at the Annual Reception and can only be earned once. Anyone may be nominated for the Lifetime Achievement Award. A nominee in this category does not have to have been an honoree chosen in another category. An individual recognized for this award is ineligible to be nominated for any future awards. This award recognizes a long-term commitment to volunteerism and community service at a variety of levels. Nominees should have made a substantial and sustained impact in the community as a result of their service efforts.